

81-5604

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

Proposed SIS Notice ☐

81-2373

FROM:

EXTENSION

NO.

Deputy Director for Administration
7D18 Headquarters Building

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. DDCI

11/16

This proposed SIS Notice ☐ rescinding the mandatory requirement that SIS officers use 80 hours of annual leave and defining eligibility under the Agency's Achievement Awards Program, is forwarded for approval.

The Office of General Counsel has provided legal concurrence.

✓

5. DDA Registry

6. RCD
1105 Ames Building

DD/A REGISTRY

FILE # 04M-1

Approved For Release 2003/08/13 : CIA-RDP84B00890R000400060006-4

STAT

Approved For Release 2003/08/13 : CIA-RDP84B00890R000400060006-4

ROUTING AND RECORD SHEET

015 81-1060

SUBJECT: (Optional)

Proposed SIS Notice ☐

DD/A Registry

81-2373

FROM:

Deputy Director for Administration
7D18 Headquarters Building

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

STAT

1. DDCI

2.

3.

4.

5.

DDA Registry

6. RCD

1105 Ames Building

7.

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15.

This proposed SIS Notice ☐ rescinding the mandatory requirement that SIS officers use 80 hours of annual leave and defining eligibility under the Agency's Achievement Awards Program, is forwarded for approval.

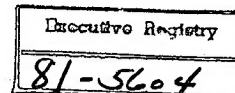
The Office of General Counsel has provided legal concurrence.

SENIOR INTELLIGENCE SERVICE NOTICE

STAT The DDCI desires that each member of the Senior Intelligence Service (SIS) receive a copy of the SIS notices. Accordingly, addressees are requested to ensure their proper distribution. The attached notice is the in this series. One copy is provided for each member's personal file, and additional copies are included for administrative staffs (e.g., Personnel, Finance) providing support to the SIS. The DDCI also wishes that administrative officers bring the existence of these notices to the attention of personnel at the GS-15 level who may aspire to join the ranks of the SIS in the future.

If you require additional copies of current or past notices or have any questions relating to distribution of the SIS notices, please contact Regulations Control Division, extension STAT

ADMINISTRATIVE - INTERNAL USE ONLY
This Notice is Current Until Rescinded

SIS NOTICE ☐

16 NOV 1981

STAT

1. Annual Leave Policy.

I have decided to rescind the requirement that SIS officers use 80 hours of annual leave during the leave year or forfeit any unused portion thereof. This decision is based on my belief that senior Agency officers are able to judge whether they should take annual leave and when it is appropriate to do so. Although I have rescinded the mandatory requirement, I enjoin each of you to take a minimum of two weeks annual leave during the leave year for your well being and the good of the Agency.

2. Eligibility for SIS Performance Awards and Cash Awards Provided for Under the Agency's Achievement Awards Program.

- a. SIS officers will be excluded from performance award consideration during the period they are on sabbatical or in a leave without pay status. However, they will be considered for any on-duty period during the rating cycle.
- b. SIS officers are also eligible for the Exceptional Accomplishment Award defined as: a "one-time task" exceeding normal expectation of accomplishment provided for under the Agency's Achievement Awards Program.
- c. SIS officers are not eligible for Special Achievement Awards, provided for under the Agency program, as this category of award duplicates the SIS performance award in that they are both based on recognition of sustained superior performance.

/s/ B. R. Inman

B. R. INMAN
Admiral, U.S. Navy
Deputy Director of Central Intelligence

DISTRIBUTION: SPECIAL

Distribution:

- Orig - DDCI
- 1 - ER
- 1 - DDA Chrono
- 1 - DDA Subject
- 1 - RCD Chrono
- 1 - RCD Subject

015 81-1060

ROUTING AND TRANSMITTAL SLIP

Date

13 NOV 1981

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. DDIS

BGC

13 Nov

2. DIS

3. EO/DDA

QH

13 NOV 1981

4. ADDA

H

11-16

5. DDA

J

11-16

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

STAT

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

F [Redacted]
Chief, Regulations Control Division

Room No.—Bldg.

1105 Ames

Phone No.

Approved For Release 2003/08/13 : CIA-RDP84B00890R000400060006-0

5041-102

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